

DRAFT - Workplan Template

Task		Responsible	Draft		Review		Final Due		Comments/Status
			Due	Complete	Due	Complete	Due	Complete	
Plan									
Training needs analysis									
	Audience/Performance analysis								
Instructional design plan									
	Learning objectives								
	Content scope								
	Delivery/Instructional strategy								
	Logistics strategy								
Project plan									
	Role map								
	Stakeholder analysis								
	Workplan								
	Task order								
Project Management									
	Kick-off meeting								
Design									
Instructional strategy									

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Task		Responsible	Draft		Review		Final Due		Comments/Status
			Due	Complete	Due	Complete	Due	Complete	
	Course map								
	Content outline								
	Activities								
Alpha usability test									
Evaluation instrument									
Deliverable schedule									
	Implementation timeline								
	Logistics timeline								
Project Management									
	Kick-off meeting								
	Communication plan								
Build									

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Task		Responsible	Draft		Review		Final Due		Comments/Status
			Due	Complete	Due	Complete	Due	Complete	
Do									
Assess									